

## NEIGHBORHOOD RESOURCES CORPORATION GRANT GUIDELINES

The Neighborhood Resources Corporation is a local not-for-profit organization whose mission is to build and foster neighborhood organization capacity.

### **NRC GOALS**

- Strengthen organizational structure of existing neighborhood organizations.
- Encourage and develop leadership skills in existing neighborhood organizations.
- Identify and encourage people interested in developing a neighborhood organization and/or block group.
- Identify potential resources available for neighborhood organizations.
- Strengthen organizational structure of Neighborhood Partnership Centers.
- Strengthen relationship with higher education institutions.
- Seek additional outside funding.
- Strengthen community partnerships.

### **NRC GRANTS**

NRC provides grants and funding for special projects to be undertaken by developing and established neighborhood groups and/or neighborhood organizations in the City of South Bend. Funds applied for may be used for a variety of projects to assist in the creation, capacity building and development of neighborhood organizations. **NRC will not fund administrative staff positions.** NRC is specifically seeking project applications to address areas of need for developing and established organizations including the following:

#### **Developing**

Outreach/Solicitation  
Organizational Training  
Board/Leadership Development  
Facilitation  
Incorporation  
Professional Assistance  
Legal /Fundraising/Accounting  
Interactive Activities  
Subscription/Dues (one year limit)

#### **Established**

Outreach/Solicitation  
Organizational Training  
Board/Leadership Development  
Facilitation  
Tax Exempt Status  
Professional Assistance  
Legal/Fundraising/Accounting  
Interactive Activities  
Subscription/Dues (one year limit)

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All applications should clearly state the relationship between proposed activities and the goals of the NRC. Highest priority will be given to applications that address:

- One or more of the NRC goals
- Use of neighborhood volunteers
- \*Leveraged funds
- \*Projects that are more cost effective and efficient

\* Please ask NRC staff for clarification.

**FUNDING**

The NRC reserves the right to approve or deny applications based on consistency with NRC goals. Further, the NRC reserves the authority not to allocate the entire appropriation. **Completing an application does not guarantee funding. All, partial, or no funding may be awarded.**

**ELIGIBILITY**

Grant applicants are required to be neighborhood groups or organizations, representative of a specific geographic area within the City of South Bend and the project must be a benefit to the neighborhood. No individuals can apply.

**SUBMISSION REQUIREMENTS**

- A. All applications must be submitted in writing using the NRC grant application forms. The NRC may request supplemental information if needed to evaluate proposed activities. **Please note that organizations applying for 501 (c) (3) funding must address additional questions in the application forms.**
- B. If applicable, evidence of organizational structure must accompany a grant application.
- C. Evidence of membership support of grant request must accompany a grant application.
- D. Application schedule:  
Grant applications will be accepted at any time. However, please plan accordingly for your project as the NRC board meets on the third Monday of each month to approve applications. NRC staff will review requests and work with applicants to insure a fully completed application. At this point, the application will be referred to the Board. Every effort will be made to process applications as quickly as possible following the noted procedure:
  - Submission of application
  - Staff review
  - Consultation with applicant
  - Additional staff review
  - Discussion with Board President and Marketing/Training Committee
  - Referral/recommendation to Board

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***Upon NRC board approval, exceptions to the above schedule will be accepted.***

- E. Grant disbursements will be based upon the type of project and need of recipient.
- F. A project time line and budget, including funds from other sources must be included with application.
- G. The NRC reserves the right to independently verify funding requests and appropriate costs for grant expenditures.
- H. Recipients will be required to enter into a Grant Agreement to ensure compliance with grant application.
- I. An applicant will be prohibited from applying for another grant for up to 6 months if they did not comply with the stipulations and conditions of a previous grant award.
- J. Recipients will be asked to submit a self-evaluation of the project/activity.
- K. Presentations may be requested at any time during the application process. Send applications to:  
*NRC Planner  
Neighborhood Resources Corporation  
1200 County-City Building  
South Bend, IN 46601*

**APPLICATION ASSISTANCE**

Upon request, the NRC will provide staff guidance in project determination and in completing application requirements.

**NEIGHBORHOOD RESOURCES CORPORATION  
GRANT APPLICATION**

Date received: \_\_\_\_\_  
Delivered by : \_\_\_\_\_  
Received by: \_\_\_\_\_

Organization:  
(Official Name) \_\_\_\_\_

Type of Organization:    ***Developing*** \_\_\_\_\_ ***Established*** \_\_\_\_\_

(Attach supportive documentation including estimated number of members  
and organizational description).

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Office \_\_\_\_\_

Amount of  
Request: \_\_\_\_\_

Boundaries and description of neighborhood:  
(Attach map)

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Project Description:  
(Attach additional sheets if necessary)

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Have you received previous NRTSC grants    **YES**    **NO**

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Describe project/activity relationship to NRC goals:

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Describe how the project/activity will benefit your neighborhood & this community:

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Time schedule for completion:

(Attach Project Budget - including source, use and documentation of estimated costs.

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How will you know if this project/activity is a success:

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**For 501 (c) (3) Federal tax exemption applicants only:**

Why are you seeking 501 (c) (3) status:

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Describe the fundraising plan you would follow upon receipt of 501c3 status:

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Outline your schedule for filing the tax-exempt status application:

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Signature \_\_\_\_\_

(Typed or Printed) \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Signature: \_\_\_\_\_

(Typed or Printed) \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_